

Texas State Board of Plumbing Examiners
Employment Opportunity
929 East 41st Street
Austin, TX 78751

Position: Education Specialist I

Job Posting Number: 09/24-456-12

State Classification: 0820

Salary Group: B17 – Education Specialist I

Salary: \$3,333.33 to 3,974 monthly

Full Time

Opening Date: August 16, 2023

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Education Specialist I reports to the Executive Director and performs consultative and technical assistance work related to an agency educational program involving planning, developing, and monitoring educational programs; and providing consultative and technical assistance to agency staff, local education agencies, communities, and/or governmental agencies.

TSBPE offices are located adjacent to an industrial type of facility where plumbing exams are administered.

Candidates selected for an interview may be required to complete an in-basket exercise to demonstrate the communication and customer service skills necessary to be successful in this position.

Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Education.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Essential Job Functions

- Plans, develops, and monitors the continuing education programs.
- Acts as liaison with agencies and internal program staff to explain and provide technical assistance or training on statutory agency and program educational requirements.
- Disseminates information regarding program services to various groups through correspondence and presentations.
- Conducts surveys, reviews, and monitoring activities to determine compliance with program requirements, laws, regulations, policies, and procedures.
- Collaborates with program staff to determine program trends and resolve technical problems.

- Reviews and analyzes educational program functions and operations; prepares reports of findings and recommendations to produce a more effective program.
- Helps develop course curriculum, including instructional methods and other materials related to the educational program.
- Performs comprehensive reviews of literature, statutes, rules, and/or policies.
- Performs related work as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Customer service or general office administration environment.
- Knowledge of local, state, and federal laws related to continuing education.
- Knowledge of program planning and implementation.
- Skill in the use of computer and in using applicable software.
- Ability to gather, assemble, correlate, and analyze facts, devise solutions to problems, prepare reports, develop policies and procedures, and communicate effectively.
- Experience explaining policies and procedures to staff and external continuing education providers.
- Proficient in prioritizing workload and effectively meeting deadlines.
- Positive attitude and good interpersonal and verbal communication skills with customers and coworkers in a professional manner is necessary.

Preferred (Not Required) Qualifications

- Bilingual (Spanish).
- Extensive oral or written customer service experience.

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview.

Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.

- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.